

# 2013-14 Office of Field Services Applications Schedule

## 2013-14 Consolidated Application Schedule

		Key Date	Activity
PHASE	Guidance	February 25, 2013	AdvancED – MDE/ASSIST website opens for: <ul style="list-style-type: none"> <li>Education YES! (SPR (40), SPR (90), DPR, SA, and the ASSIST SA)</li> <li>School Data Profile/Analysis (SDP/A)</li> <li>District Improvement Plan (DIP)</li> <li>Single Building District Improvement Plan (SBDIP)</li> <li>School Improvement Plan (SIP)</li> </ul>
		May 2, 2013	Michigan Department of Education (MDE) posts estimated program allocations on Office of Field Services (OFS) website based on best information available
		April-May 2013	MDE disseminates Federal and State Consolidated Application program planning guidance: workshops, conferences, etc.
	Evaluation I	Dec.-March 2013	* Local Educational Agencies (LEAs) conduct formal evaluation of existing supplementary programs and DIP/SBDIP/SIP
		March 2013	LEA central office reviews evaluation data to determine effectiveness and impact on student achievement
	School and LEA Planning	March-April 2013	Consultation between LEAs and Private schools is completed
		March 15, 2013	** Recommended date for completion of the annual revision of SIP
		April 1, 2013	<b>Submission date</b> of school process rubrics (SPR (40), SPR (90), SA, and the ASSIST SA) data via AdvancED – MDE/ASSIST website
		April 1, 2013	** Recommended date for completion of DIP or SBDIP
		April 15, 2013	<b>Submission date</b> of district process rubrics (DPR and District SA) data via AdvancED – MDE/ASSIST website
		April 30, 2013	** Recommended date for draft budget of school and LEA-level Federal programs
		May 2, 2013	MDE opens Title I School Selection (TISS) Application and Consolidated Application in MEGS+
		May 31, 2013	All Federal program planning for 2013-14 is complete
		June 28, 2013	<b>Submission date</b> for DIP or SBDIP, and SIP, if applicable, for MDE approved Schoolwide Consolidation Schools via AdvancED – MDE/ASSIST website
		August 30, 2013	MDE notifies Title III subrecipients of the need to form consortia
		September 20, 2013	Deadline for forming Title III consortia

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PHASE	Approval	May 31, 2013	<b>Submission date</b> for TISS Application and Consolidated Application *** to receive review and/or approval by September 3, 2013 and a July 1, 2013 obligation date
		July 1, 2013	<b>Submission date</b> for TISS Application and Consolidated Application *** in order to receive a July 1, 2013 obligation date
		May-August 2013	LEA staff and MDE staff consultation on required modifications for TISS Applications and Consolidated Applications submitted on or before July 1, 2013
		September 1, 2013	<b>Submission date</b> (State-legislated due date) for SIP via AdvancED – MDE/ASSIST website
		September 3, 2013	MDE anticipated date for approval of all TISS Applications and Consolidated Applications *** submitted by May 31, 2013
	Implementation	September 3, 2013	SCHOOL STARTS with allowable supplementary services in place. Private school students begin receiving required supplementary services provided by LEAs.
		September 2013	Registry of Educational Personnel (REP) data entry begins
		October 2013	OFS notifies applicable LEAs to complete Title I Comparability Worksheets for 2013-14 school year
		November 1, 2013	** Recommended due date for REP data to be entered to complete 2013-14 Title I Comparability Worksheets
		December 10, 2013	<b>Due date for</b> Title I, Part A Comparability Certification in MEGS+
	Amendments	November 1, 2013	MDE posts final allocations and amendment window opens
		November 30, 2013	<b>Final submission date</b> to submit the original 2013-14 TISS Application and Consolidated Application *** or funding may be lost
		January 15, 2014	<b>Final submission date</b> for Amendments for all budgets including final allocations and carryover funds addressing final semester and summer programs
	Evaluation II	Dec.-March 2014	* LEAs conduct formal evaluation of existing supplementary programs and DIP/SBDIP/SIP
		March 2014	LEA central office reviews evaluation data to determine effectiveness and impact on student achievement

\* Evaluation of programs implemented for 12 months or more

\*\* The "Recommended" dates are benchmarks for the LEA to use. If recommended dates are met, it is more likely the LEA will meet "submission" deadlines to MDE.

\*\*\* Consolidated Application must be submitted in substantially approvable form (see end notes). Timely LEA responses required.

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		<b>Key Date</b>	<b>Activity</b>
<b>PHASE</b>	<b>Closing</b>	June 2014	Regular school year closes. Supplementary summer programs begin.
		October 1, 2014	Final Expenditure Report (FER) for 2013-14 grants available in the Cash Management System (CMS)
		November 29, 2014	<b>Final submission date</b> of FER for 2013-14 grants. Carryover is automatically calculated and incorporated into 2014-15 Consolidated Applications when FER is certified in CMS.

**The Consolidated Application is substantially approvable if ALL of the following conditions are met:**

- a. The DIP, or SBDIP for single-building districts, and SIP, if applicable, for MDE Schoowide Consolidated Schools, was submitted and developed based on a comprehensive needs assessment. The DIP/SBDIP/SIP must have clearly defined needs, goals, objectives, strategies and activities that directly support the highest priority academic needs of schools and districts; and directly support the academic needs of English learners, homeless, migrant, neglected and delinquent students; and
- b. The TISS Application is submitted including all schools in the district and all necessary data for MDE to act on this Application; and
- c. The Consolidated Application is submitted with all of the required elements including budgets that directly align to the strategies and activities within the DIP/SBDIP/SIP (supplies, materials, equipment, contracts and staffing to be funded by the programs), and other applicable supporting documents; and
- d. The Consolidated Application demonstrates that the plan being funded is focused on improving academic achievement, is comprehensive and cohesive; and
- e. Each activity being funded is necessary, allowable, allocable, consistent with Federal and State laws, regulations and guidance and meets the intent and purpose of each Federal grant source included in the Consolidated Application; and
- f. School-level budgets are completed for all Title I schools; and
- g. The LEA has applied for 100% of the posted allocations.

## 2013-14 Office of Field Services Applications Schedule

### 2013-14 Title I, Part D Fiscal Agents

<b>Key Date</b>	<b>Activity</b>
July 15, 2013	Applications and Formal Agreements due
September 30, 2013	MDE posts final allocations (no preliminary allocations are available for this program)

### 2013-14 Homeless Application Schedule

<b>Key Date</b>	<b>Activity</b>
May 1, 2013	Homeless Students Grant Application goes live in MEGS+/Invitations are sent to join a consortium
June 14, 2013	Homeless Students Grant Application due in MEGS+
August 21, 2013	Deadline for final consortia formation
August 30, 2013	Final awards calculated and posted on OFS website
October 1, 2014	FER for 2013-14 grants available in CMS
November 29, 2014	<b>Final submission date</b> of FER for 2013-14 grants

### 2014 Summer Migrant Application Schedule

<b>Key Date</b>	<b>Activity</b>
February 14, 2014	Final allocations calculated and posted
April 1, 2014	Summer Migrant Application Live Date in MEGS+
May 1, 2014	Summer Migrant Application Due Date
June 10, 2014	Earliest program operations beginning date
June 10, 2014	Final Summer Migrant Application deadline in MEGS+
July 21, 2014	Summer Migrant Applications reviewed and approved
September 30, 2014	Project operations ending date
October 1, 2014	FER for 2014 grants available in CMS
November 29, 2014	<b>Final submission date</b> of FER for 2014 grants

### 2013-14 Section 31a At-Risk

<b>Key Date</b>	<b>Activity</b>
October 15, 2013	MDE posts estimated allocations
May 1, 2014	Section 31a Program Report live in MEGS+
July 15, 2014	Section 31a Program Report submission due in MEGS+